2008-2009 Title I Performance Report for Title I, Part A Funds

Instruction Manual

New Jersey Department of Education



2008-2009 Title I Performance Report

The No Child Left Behind Act (NCLB) requires the annual collection of data from school districts that received Title I funds. This information contributes to a larger comprehensive State Performance Report that the New Jersey Department of Education must submit to the U. S. Department of Education for a national perspective. The purpose of the Title I Performance Report is to provide a summative analysis of the impact of Title I, Part A funds on student performance and to report how these funds were used.

All districts that received Title I, Part A funds in the 2008-2009 school year must submit data for this Performance Report, even districts that are not receiving funding for 2009-2010. The data for how Title I, Part A funds were spent in 2008-2009 must match your district's approved 2009 NCLB Consolidated Application. For example, if your application indicated expenditures for teachers and paraprofessionals, the Performance Report should include corresponding numbers on the FTE table.

<u>Please note:</u> The Title I, Part A performance reporting system is incorporated into the EWEG system. Enter the system using the district's ID and password and choose "Title I Performance Report." In the drop-down box at the top of the screen that is labeled "Year," select year **2009** and click on the button that says "Create Application."

This instruction guide will walk you through each screen of the report.

If you have questions relating to the Title I, Part A **program, data**, **or technical performance of the collection system**, you may e-mail them to <u>titleone@doe.state.nj.us</u> and include the following information:

- name and code of the LEA, i.e., Absecon City (0010)
- the inquirer's direct phone number

Checklist of Data Required to Complete This Report

You will need the following data about Title I, Part A services your district provided during the 2008-2009 school year. ☐ Table 1a – For All Title I Districts: The number of Title I students served with Part A funds, disaggregated by race/ethnicity. These counts do not include nonpublic school students served or students served with Part A, Neglected funds. Part A data counts must identify students as attending targeted assistance schools (TAS) or schools operating approved Title I schoolwide programs (SWP). ☐ Table 1b – For All Title I Districts: The number of Part A students who received Title I services, disaggregated by grade level, and identified as either TAS, SWP, Part A Neglected, or Nonpublic (Private) School students. ☐ Table 2 – For All Title I Districts: The number of Title I, Part A students, disaggregated by instructional subject and support services, for TAS only. Nonpublic (Private) School students are also counted. ☐ Table 3 – For All Title I Districts: The number of students within special service groups, i.e., students with disabilities, limited English proficient (LEP), homeless, and migrant, and the number of students within selected categories who received SES. ☐ Table 4 – For All Title I Districts: The number of full-time equivalent staff (administrators, support staff, teachers) in Title I targeted assistance programs, paraprofessionals in targeted assistance and schoolwide programs, and the number of paraprofessionals, disaggregated by qualification criteria. The number of Title I paraprofessionals who served students with disabilities is also collected. ☐ Table 5a – For Title I schools in need of improvement (SINIs) required to offer the school choice option: 1) The number of students who were eligible for transfer to another school within the district; 2) The number of students who applied for transfer; 3) The number of students who were given the opportunity to transfer; and 4) The number of students who actually transferred. ☐ Table 5b – For Title I SINIs required to offer supplemental educational services (SES): 1) The number of Title I students who were eligible for SES; 2) The number of students who applied for SES; 3) The number of students who were given the opportunity for SES; and 4) The number of students who actually received SES. Also requested are dollar amounts spent on school choice transportation and SES and how often SES was offered. ☐ Table 6a – For Title I SINIs: The number of students who transferred to each eligible school within the district.

u	Table 6b – For Title I SINIs: The number of Title I students who transferred to schools outside of the district through the Title I school choice option, plus identification of these schools, districts, and counties.
	Table 7 – SES Provider Information for Title I SINIs: 1) Each SES provider that served eligible students in your district; 2) The number of students served by each provider; 3) The number of students who attended at least 80% of the sessions; and 4) The number of students who met or exceeded their goals.
	SES Evaluation: For each SES provider that served students in your district, a survey must be completed.
	Table 8 – For All Title I Districts with served Corrective Action Schools: Identification of actions taken by Title I corrective action schools.
	Table 9 – For All Title I Districts with served Restructured Schools: Identification of actions taken by Title I restructured schools.

2008-2009 Title I Performance Report on EWEG

The Title I, Part A performance data collection is part of the EWEG system. **All** districts that received Title I, Part A funds in the 2008-2009 school year must complete the performance survey. The instructions in this manual will guide you through the process. If you have any problems entering your data or submitting the report, contact the Office of Student Achievement and Accountability at titleone@doe.state.nj.us.

Logging On

Each district must use its individual EWEG ID and Password to log into the system. If you do not know your district's ID and Password, contact your district technology support person.



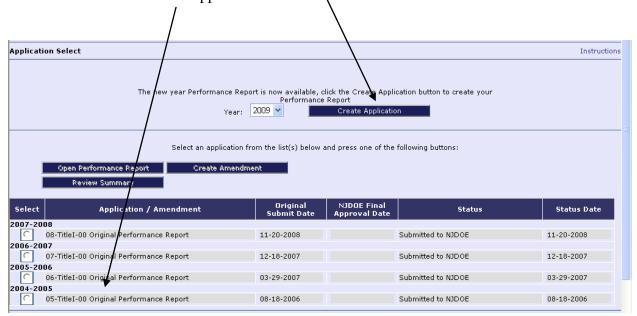
Menu List



To access the performance report, click on the Title I Performance Report link. You will then see a screen similar to the one shown on the following page.

Creating the Report

You must now generate the 2009 report. Select the year 2009 in the drop-down box and click on "Create Application." This will establish the report in EWEG and you will see the 2009 report added to the list of available applications.



Selecting the Report

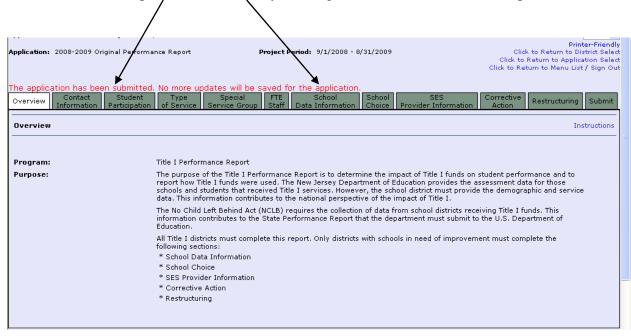


Click on the radio button to the left of the listing for the 09-TitleI-00 Original Performance Report. The screen will refresh itself, updating the selection buttons located above the application line. Buttons that are available will display text that is clearly visible and buttons that are unavailable will display blurred text.

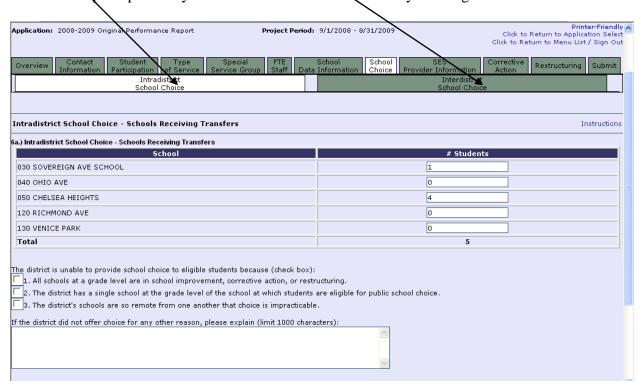
Click on Open Performance Report to display the Title I Performance Report.

Navigating Within the Report

All sections of the report are accessible by clicking on tabs located across the top of the screen.



Some tabs may have subtabs that appear directly below the selected tab (see below). The first subtab will open up initially. You can access additional tabs by clicking on the labeled subtab.



All pages that require data to be entered will have a Save button located at the bottom of the page.

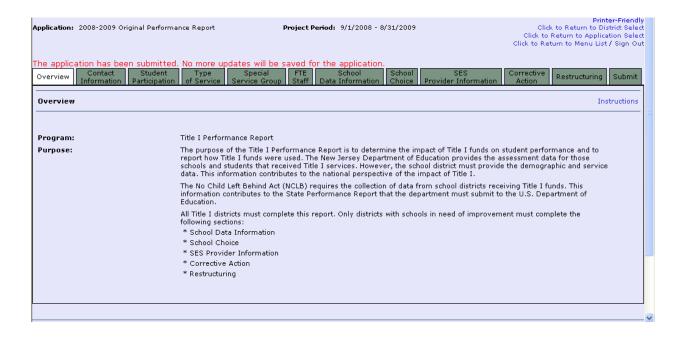
<u>Note:</u> You must click the Save button before you leave each screen or you will lose the data you entered.

<u>Note:</u> Do not use the Back button to access a previous screen. Save your work and use the tabs at the top of the screen. Using the Back button will create error pages preventing you from accessing screens and interfering with the system's functionality.

Title I Performance Report Step-by-Step

Tab 1: Overview

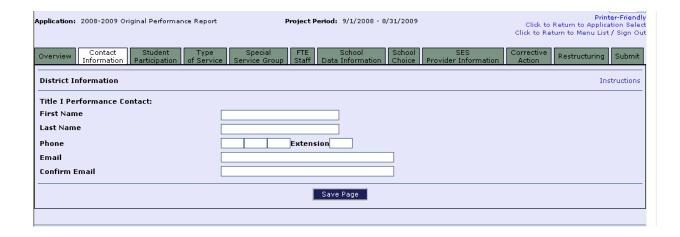
This screen provides an introduction to the Title I Performance Report.



Tab 2: Contact Information

Complete the requested information on this screen so that we may contact you if necessary.

<u>Note:</u> You must complete all of the fields or you will receive an error message and be unable to save this screen.



Tab 3: Student Participation

1a. Student Participation by Racial/Ethnic Group (Unduplicated)

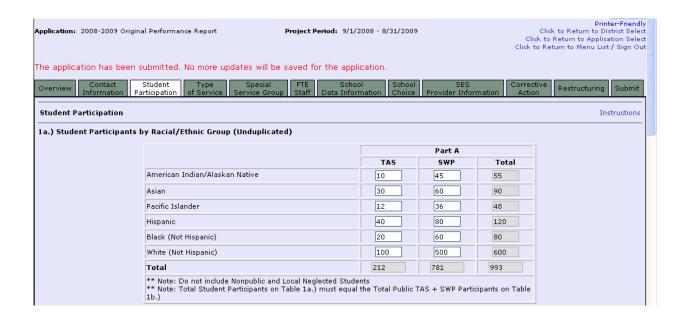
*All Districts that received Title I, Part A funding in 2008-2009 must complete Tables 1a and 1b.

Purpose: This table collects data on public school students by type of program—targeted assistance (TAS) or schoolwide (SWP). The student data must be disaggregated according to racial/ethnic group.

<u>Note:</u> The EWEG system has built-in edits that interact to verify column totals and cross-reference tables, if appropriate. If totals do not correlate, you may receive an error message.

For Table 1a, enter the *unduplicated count*, by ethnicity, for students who participated in a Title I program at anytime during this reporting period. Include students in targeted assistance programs (TAS) and schoolwide programs (SWP). Count a child only once in each category even if the child participated during more than one term or in more than one school during the reporting period. Include pre-K through Grade 12. Do not include Local Neglected Students (those served with Title I, Part A Neglected funds) or nonpublic students in this table.

Students may only be listed under SWP if the funded school is operating an approved Title I schoolwide program. Please do not confuse a school with a Title I schoolwide program with a single attendance area school. Please review the definitions of these terms.



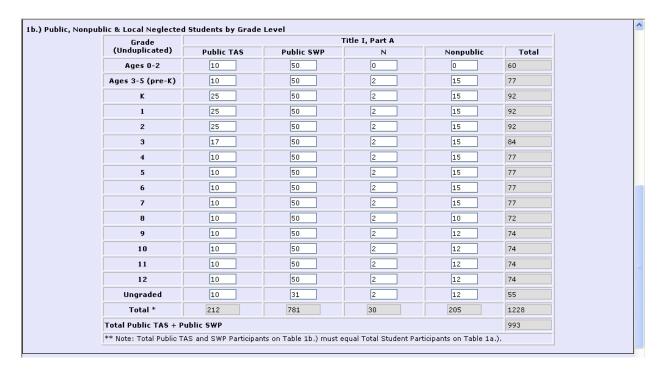
1b: Public, Nonpublic & Local Neglected Students by Grade Level

Purpose:

This table collects data by grade level for all students served with Title I, Part A funds.

For Title I, Part A, enter the total *unduplicated* number of students who received Title I services during the 2008-2009 school year, by grade level. Enter the totals for your district's TAS and SWP students in columns 1 and 2. Enter the total served with Title I, Part A Neglected funds in column 3. Enter the total nonpublic school students served with Title I, Part A funds in column 4. The numbers in column 5 are calculated automatically and represent the total for each row.

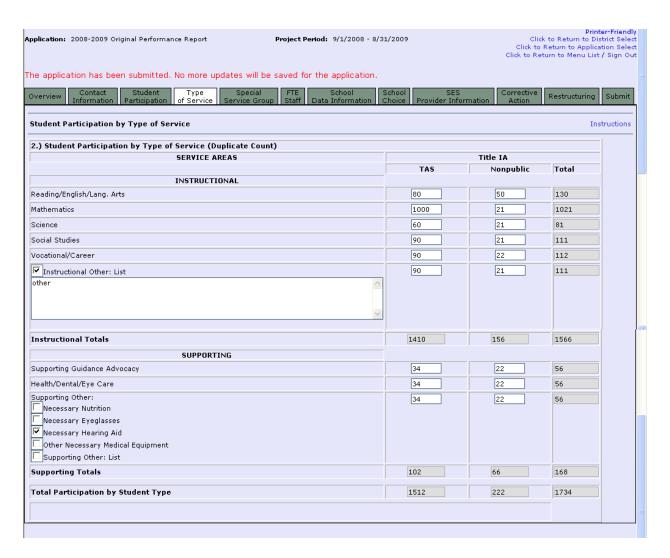
The student totals for the TAS and SWP columns in Table 1b must equal the student totals for Table 1a.



After all data are entered, click the Calculate Totals button, then click the Save Page button.

Tab 4: Student Participation by Type of Service (TAS only)

* All districts that received Title I, Part A funding in 2008-2009 and conducted a targeted assistance program must complete this table.*



Purpose: The purpose of this table is to determine the number of students in targeted assistance programs who received Title I instructional services in content areas and support services during the 2008-2009 school year. This table collects data for TAS only; *do not* include schoolwide student counts. Include students funded with Title I, Part A Neglected funds in this count. Include the nonpublic students served in the "Nonpublic" column.

The screen is shown above in two sections showing the instructional and supporting data collection fields.

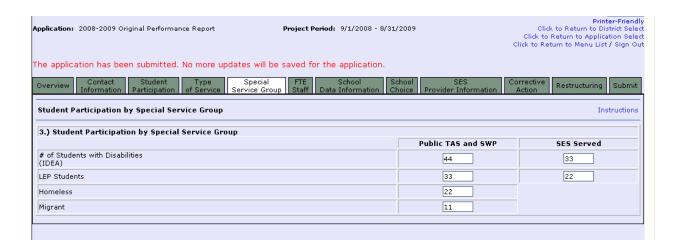
Enter the student counts for public school TAS students in column 1 and the number of nonpublic school students in column 2.

Since students may have received services in multiple categories, students *may be counted more than once*. These may be *duplicate* counts, but count each student only once in each category.

When all data are entered, click the Calculate Totals button, then click the Save Page button.

Tab 5: Student Participation by Special Service Group

* All districts that received Title I, Part A funding in 2008-2009 must complete this table.*



Purpose: The purpose of this screen is to 1) provide the total unduplicated count of all Title I disabled, limited English proficient (LEP), homeless, and migrant students in the district and the number who received Title I services at any time during the 2008-2009 school year.

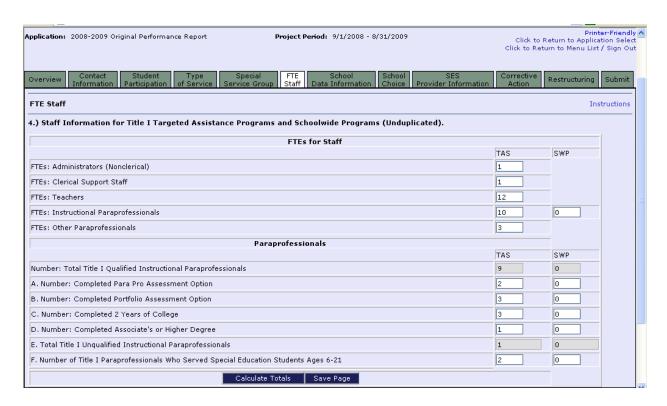
Enter the total number of public school disabled, LEP, homeless, and migrant students who received instructional and support services funded by Title I, Part A during the 2008-2009 school year in TAS and SWP. Count pre-K through Grade 12. Count each student in as many categories as apply to the student but count a child only once in each category even if the child participated during more than one term or in more than one school during the reporting period.

Note: Do not include nonpublic or local neglected.

- Enter the number of disabled and LEP students who received SES. Note that these numbers cannot be greater than the totals in the previous column.
- After all data are entered, click the Save Page button.

Tab 6: FTE Staff

* All districts that received Title I, Part A funding in 2008-2009 must complete this table.*



Purpose: The purpose of this table is to provide the number of full-time equivalent (FTE) staff funded through Title I, Part A programs during the 2008-2009 school year, by job category.

<u>Note:</u> All data for this chart must be entered as an FTE count. See following pages for more information on how to calculate FTE counts.

- Enter the number of FTEs (unduplicated) for nonclerical administrators, clerical support staff, and teachers in **targeted assistance programs only**. For FTEs who served both targeted assistance schools and schools operating approved schoolwide programs, report the FTE attributable to their TAS duties only in these categories. Note that if funds were allocated for TAS FTEs on the 2009 NCLB Consolidated Application under Title I, Part A, some counts should appear in this table.
- Enter the number of FTEs for Instructional Paraprofessionals.

<u>Note:</u> A value must be entered in both TAS and SWP fields for this category. For example, if your district had no instructional paraprofessionals in SWP, enter a zero for the value.

- What is an "Instructional Paraprofessional"? A district employee who provides **instructional support** in a program supported with Title I, Part A funds. Instructional support includes the following activities:
 - 1. One-on-one tutoring for eligible students, if the tutoring is scheduled at a time when a student would not otherwise receive instruction from a teacher.
 - 2. Assistance with classroom management, such as organizing instructional and other materials.
 - *3.* Assistance in a computer laboratory.
 - 4. Parental involvement activities.
 - 5. Support in a library or media center.
 - 6. Translators.
 - 7. Instructional services to students.
- Enter the number of FTE Other Paraprofessionals for TAS.
- What is an "Other Paraprofessional"? Paraprofessionals who do **not** provide instructional support, for example, paraprofessionals who are translators or who work with parental involvement or computer assistance.
- In the second section of the table, the total number of FTE instructional paraprofessionals entered in the first section of the table will be displayed. In rows A-D, enter the number of FTE instructional paraprofessionals based on the qualifications listed. The system will calculate the number of unqualified Title I instructional paraprofessionals (Row E) when the Calculate Totals button is clicked.
- Provide the number of the identified Title I paraprofessionals who served special education students and were paid with Title I funds. Do not count paraprofessionals who were paid with IDEA or other funds.
- Click the Save Page button to save your entries.

Tabl	e 1	- 30	Hour	Week
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Table 1 - 30 Hour Week		
Hours Worked Per Week	FTE	
.5 hrs. to 4.0 hrs.	.1	
4.5 hrs. to 7.0 hrs.	.2	
7.5 hrs. to 10.0 hrs.	.3	
10.5 hrs. to 13.0 hrs.	.4	
13.5 hrs. to 16.0 hrs.	.5	
16.5 hrs. to 19.0 hrs.	.6	
19.5 hrs. to 22.0 hrs.	.7	
22.5 hrs. to 25.0 hrs.	.8	
25.5 hrs. to 28.0 hrs.	.9	
28.5 hrs. to 30.0 hrs.	1.0	

Table 3 - 35 Hour Week

Hours Worked Per Week	FTE	
.5 hrs. to 5.0 hrs.	.1	
5.5 hrs. to 8.5 hrs.	.2	
9.0 hrs. to 12.0 hrs.	.3	
12.5 hrs. to 15.5 hrs.	.4	
16.0 hrs. to 19.0 hrs.	.5	
19.5 hrs. to 22.5 hrs.	.6	
23.0 hrs. to 26.0 hrs.	.7	
26.5 hrs. to 29.5 hrs.	.8	
30.0 hrs. to 33.0 hrs.	.9	
33.5 hrs. to 35.0 hrs.	1.0	

Table 2 - 32.5 Hour Week

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Hours Worked Per Week	FTE	
.5 hrs. to 4.5 hrs.	.1	
5.0 hrs. to 8.0 hrs.	.2	
8.5 hrs. to 11.0 hrs.	.3	
11.5 hrs. to 14.5 hrs.	.4	
15.0 hrs. to 17.5 hrs.	.5	
18.0 hrs. to 21.0 hrs.	.6	
21.5 hrs. to 24.0 hrs.	.7	
24.5 hrs. to 27.5 hrs.	.8	
28.0 hrs. to 30.5 hrs.	.9	
31.0 hrs. to 32.5 hrs.	1.0	

Table 4 - 37.5 Hour Week

	Table 4 - 37.5 Hour Week	
Ī	Hours Worked Per Week	FTE
	5 hrs. to 5.0 hrs.	.1
	5.5 hrs. to 9.0 hrs.	.2
9	9.5 hrs. to 12.5 hrs.	.3
	13.0 hrs. to 16.5 hrs.	.4
	17.0 hrs. to 20.0 hrs.	.5
2	20.5 hrs. to 24.0 hrs.	.6
2	24.5 hrs. to 27.5 hrs.	.7
2	28.0 hrs. to 31.5 hrs.	.8
2	32.0 hrs. to 35.0 hrs.	.9
(35.5 hrs. to 37.5 hrs.	1.0

Table 5 - 40 Hour Week

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Hours Per Week	FTE
.5 hrs. to 5.5 hrs.	.1
6.0 hrs. to 9.5 hrs.	.2
10.0 hrs. to 13.5 hrs.	.3
14.0 hrs. to 17.5 hrs.	.4
18.0 hrs. to 21.5 hrs.	.5
22.0 hrs. to 25.5 hrs.	.6
26.0 hrs. to 29.5 hrs.	.7
30.0 hrs. to 33.5 hrs.	.8
34.0 hrs. to 37.5 hrs.	.9
38.0 hrs. to 40.0 hrs.	1.0

Instructions for Using the FTE Conversion Tables

To convert part-time staff hours per week to full-time equivalents (FTEs), find the table that corresponds to your district's full-time work week for each job classification. For each staff member in the job classification, find the FTE for that staff member's hours per week; then add the FTEs for all staff in that particular job classification. All FTEs are rounded to the nearest tenth (i.e., two-thirds time is rounded to .7).

Example

The job classification is a Title I instructional paraprofessional. The district defines the full-time work week as 35 hours for the job classification.

There are five private school instructional paraprofessionals who were employed in the Title I program:

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1 worked 35 hours per week
2 worked 10 hours per week
2 worked 15 hours per week
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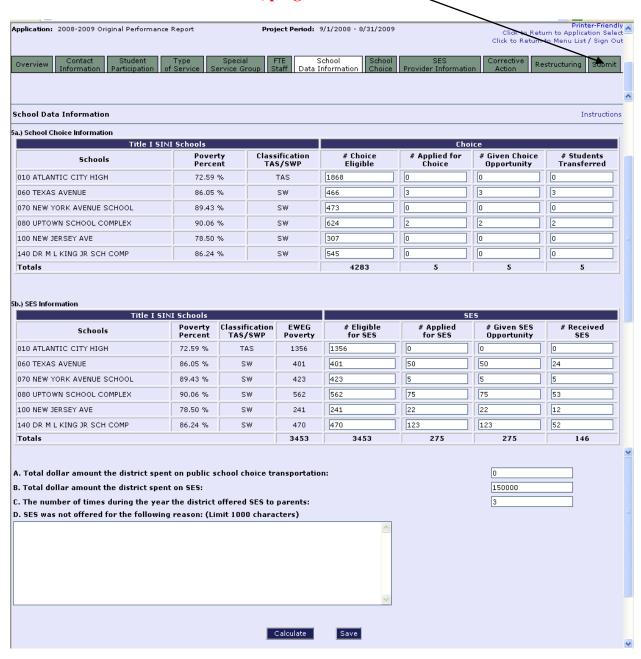
The FTEs should be located in Table 3 and the results would be:

$$Total = 2.4 (FTEs)$$

Thus, 2.4 would be entered.

Tab 7: School Data Information

- ⇒ *Only districts with Title I Schools in Need of Improvement (SINIs) must complete Tables 5 through 9.*
- ⇒ Only those SINIs that the district served with Title I, Part A funds in 2008-2009 should be included in these tables.
- \Rightarrow If the district does not have SINIs, progress to the Submit tab.



Purpose: The purpose of these tables is to collect information regarding the number of Title I, Part A children who participated in the various steps of implementation for the Title I school choice and Title I supplemental educational services (SES) programs.

Click on the School Data Information tab and the page will display a list of all 2008-2009 Title I-funded SINIs with their poverty percentage and classification.

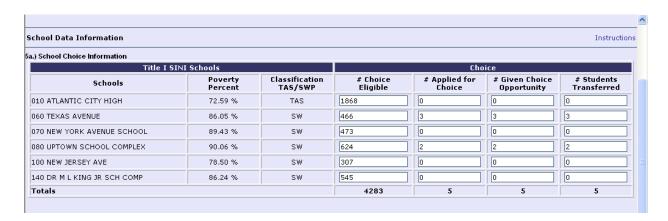
5a. School Choice Information

For all Title I-funded SINIs in your district, enter the requested information about school choice:

Choice Eligible: number of students eligible for school choice.

Note that the following rules apply:

- Count *all* students currently enrolled in a school identified for improvement, corrective action, or restructuring;
- Count students who transferred in the current school year under the public school choice provisions of NCLB, Section 1116; and
- Count students who previously transferred under NCLB, Section 1116 and continue to transfer for the current school year under Section 1116.
- # **Applied for Choice:** number of students who <u>applied to</u> transfer.
- # Given Choice Opportunity: number of students requesting transfer who were given the opportunity to transfer.
- # **Students Transferred:** number of students who <u>actually</u> transferred to another school under the Title I public school choice provisions.

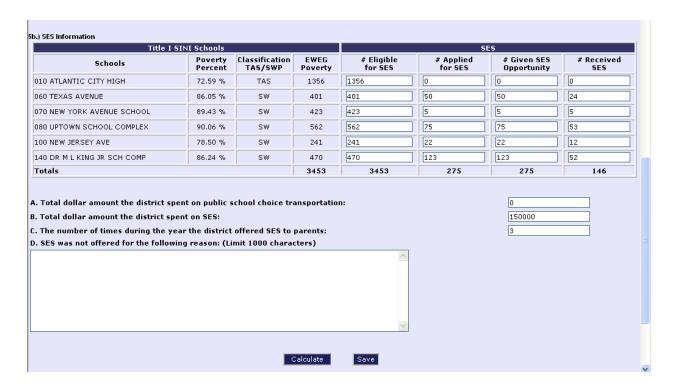


<u>Note:</u> The numbers in the choice columns 2 through 4 must not be larger than the numbers in the preceding columns. There may not be more students applying for choice, given the opportunity, or actually transferring than are eligible for choice, etc. Edits built into the system will produce an error message if this happens.

5b. SES Information

Enter SES data for eligible Title I students from schools in need of improvement, corrective action, or restructuring:

- # Eligible for SES: number of students who were eligible for supplemental educational services (SES).
- # **Applied for SES:** number of students who <u>applied</u> for SES.
- # Given SES Opportunity: number of students who applied that were given the opportunity to choose an SES provider.
- # Received SES: number of students who <u>actually</u> enrolled in and participated in at least 80% of the scheduled SES sessions.



<u>Note:</u> The numbers in the first SES column must be larger than (or equal to) the numbers in the next three SES columns. There may not be more students applying for, given the opportunity, or receiving SES than are eligible for SES. Edits built into the system will produce an error message if this happens.

Additional Information

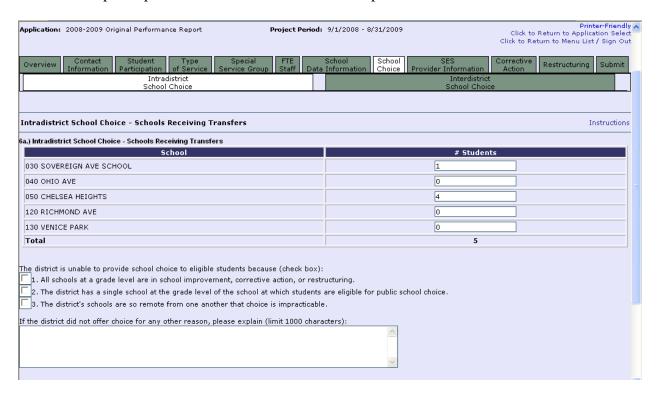
- You must complete the additional items (A-D) below the chart regarding how School Choice and SES were implemented in the district. Note that if choice was not offered in Year 2, the first year of school improvement, SES must have been offered. Transportation costs apply only to those students who transferred as a result of the School Choice option (# Students Transferred in Table 5a).
- Click the Calculate button, then click the Save button.

Tab 8: School Choice

Only districts with Title I SINIs must complete these school choice tables.

Clicking on the School Choice tab will open up the first of two subtabs labeled *Intradistrict* School Choice and *Interdistrict* School Choice.

Purpose: The purpose of these tables is to collect the number of students who transferred to another school *within* the district (intradistrict) and/or to a school in *another* district (interdistrict) as a result of participation in the Title I school choice option.



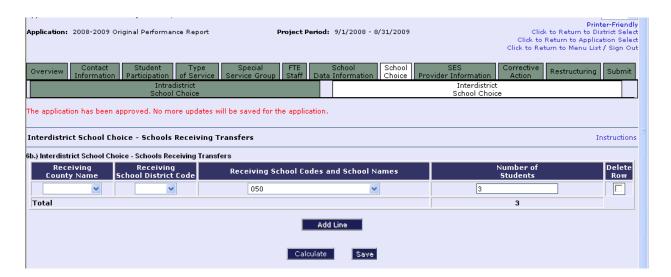
6a. Intradistrict School Choice Screen

- On the Intradistrict School Choice table (see screen above), all non-SINIs in the district are listed. Provide the number of students who transferred into each of these non-SINIs during the 2008-2009 school year as a result of the school choice option.
- If school choice is not offered, check off one of the three items below the table. If items 1-3 do not apply, provide an explanation in the text box.
- After data are entered, click the Calculate button, then click the Save button.

6b. Interdistrict School Choice Screen

Do <u>not</u> include students who transferred to another school district because of the following reasons:

- Were special education students in out-of-district placement.
- Were in another district as a result of a change in residence.
- Transferred as a result of being in a school identified as persistently dangerous.
- Participated in the non-Title I Interdistrict Public School Choice program.

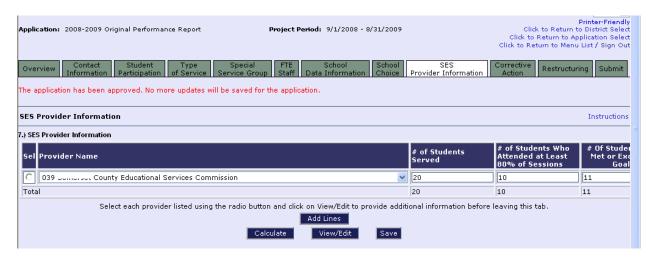


The district must complete the *Interdistrict* School Choice table if any students transferred into schools in <u>other districts</u> during the 2008-2009 school year as a result of exercising the Title I school choice option in a SINI. The table is designed to allow the selection of the district and school from drop-down lists.

- Receiving County Name: Select the county of the district that received the student. The page will refresh.
- Receiving School District Code: Select the school district code of the district that received the student. The page will refresh.
- Receiving School Codes and School Names: Select the receiving school. The page will refresh.
- Number of Students: Enter the number of students who transferred to the receiving school as a result of the school choice option.
- To add extra rows, click on the Add Line button.
- Click the Calculate button, then click the Save button.
- To delete a row, click on the radio button in the last column for that row after you click on the Calculate button. When the data are saved, the checked row will be deleted.

Tab 9: SES Provider Information

Only districts with Title I SINIs must complete this table.



Purpose: The purpose of the SES screens is to collect data about the SES providers that served students in your district.

Provide information about each SES provider that served students in your district during the 2008-2009 school year.

- Select the appropriate SES provider from the drop-down list in the second column.
- Enter the requested student information in the next three columns.
- Click the Save button. (If you have not saved the data, you may lose some entries and you will not be able to proceed to the survey.)
- Additional rows may be added if necessary by clicking on the Add Lines button. If new rows are added, complete all columns and click the Save button to preserve the entered data. Then proceed to the survey questions (see below).
- Click on the radio button in the first column to select a provider row. (More detail about completing the survey is provided in the next section of this guide.)
- Click on the View/Edit button and complete the survey for that selected provider. You must complete all survey items or entries will be lost when the page is saved.
- Click the Save button, then click the Close Detail button to return to the SES provider list.

- Complete a row and survey for each provider.
- If a provider was entered by mistake, put a check in the Delete Row column, then click the Save button. The row will delete.
- If you revise your counts after you have saved your entries, you may recalculate by clicking the Calculate button. Then click the Save button again.

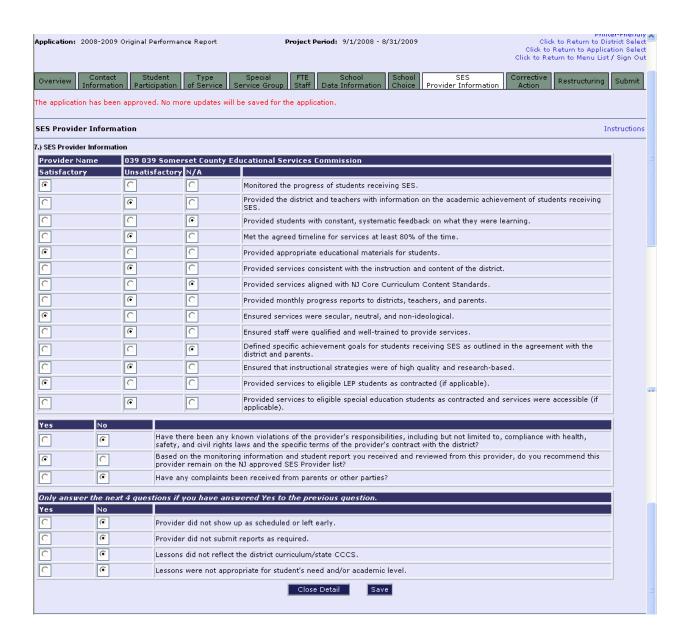
<u>Note:</u> Values entered in the last two data columns must be equal to or less than "# of Students Served" or you will receive an error message when the Save button is clicked.

<u>Note:</u> The total number of students served must equal the total number of students who received SES identified in Table 5b.

Provider Surveys

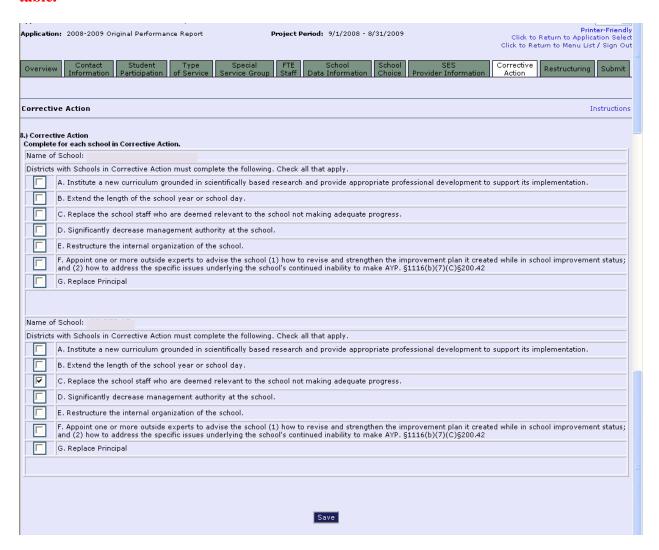
You must complete a provider survey for each SES provider on your list.

- Select the radio button for the first provider and click on the View/Edit button at the bottom of the screen. (You must have calculated and saved the entered provider data to see this screen). If you do not click on a radio button to select a provider before you click the View/Edit button, you will receive an error message.
- Answer the 14 questions about the provider in the first survey table by checking either "Satisfactory," "Unsatisfactory," or "N/A." You must complete all survey items or entries will be lost when the page is saved.
- Answer the three questions in the second survey table by checking either "Yes" or "No." Note that if you check "Yes" for the last question indicating that you have received complaints about the provider, you must answer the following four additional questions.
- Click the Save button, then click the Close Detail button to go back to your SES provider list. (If you do not complete all items, you will receive an error message.)
- Repeat this process for each provider on your list by selecting the other radio buttons, then clicking on the View/Edit button. Follow the steps listed above.



Tab 10: Corrective Action

Only districts with Title I schools in Corrective Action in 2008-2009 must complete this table.

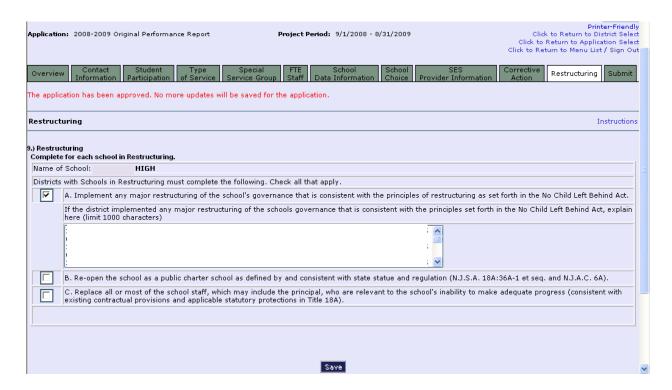


Purpose: The purpose of this table is to determine the corrective actions that schools have taken.

- Each school in corrective action in your district will appear on this screen. You must check off all actions the district has taken for **each** school listed.
- When complete, click the Save button.
- At least one action must be checked for each listed school.

Tab 11: Restructuring

Only districts with Title I schools in Restructuring in 2008-2009 must complete this table.



Purpose: The purpose of this table is to determine the restructuring actions that schools have taken.

- Each school in restructuring in your district will appear on this screen. You must check off all actions the district has taken for **each** school listed.
- When complete, click the Save button.
- At least one action must be checked for each listed school.
- If action A is checked, explain in the text box the nature of the school governance restructuring.

Tab 11: Submit

When all screens are completed, click the Submit button to submit your Title I performance data for 2008-2009. The EWEG system will prompt you to initiate a consistency check to ensure that all required screens have been completed. The system will also cross check the values entered into various tables. If more information or revisions are required, you will receive an error message. Once the consistency check is successfully completed, click the Submit to NJDOE button.



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